CASUALTY ASSISTANCE CALLS OFFICER NOTIFICATION CHECK LIST

(Uniform: Service Dress Blue or Summer White)

REPORT	F DEATH	I (If at your Command)
	(can Offic (High	n Copy of Personnel Casualty Report Message be a rough draft) and fax to CNRMA Regional CACO e at 757-445-2115 hest Priority make sure message sent within Hours)
		n Copy of Page 2 and SGLI from Command and CORMA Regional CACO Office at 757-445-2115.
NOTIFIC	ATION OF	NEXT OF KIN
	on No have Regio Chapl	y and arrange for Chaplain to accompany you otification Visit. If your command does not a Chaplain assigned you can call the onal Chaplains Office at 757-444-7361. If ain not available arrange for another E-7 or or to accompany you.
	Prepa	are Uniform (Summer: Summer Whites) (Winter: Service Dress Blues)
	0600-	fication will be made between the hours of 2400, unless one of the following mstances occur.
		 Death occurred in theater during war. High media interest.
	immed	rify and make contact with Next of Kin diately. Remember to use the following ement when making notification:
	sorry today (Info	chalf of the Secretary of the Navy, I am to inform you that your (relation) died of (list circumstances as known) ermation can be read from Item Delta on the connel Casualty Report)
	Infor	rm NOK of current location of remains rm that letter of circumstances is acoming from Commanding Officer

Inquire as to any immediate needs of NOK (i.e. food or emergency financial needs, you may obtain assistance from Navy Relief at the following locations)

NMCRS Norfolk Phone: (757) 423-8830

Navy-Marine Corps Relief Society Naval Base Norfolk 7928 14th Street, Suite 238 Norfolk, VA 23505-1295

NMCRS Little Creek Phone: (757) 464-9364

Navy-Marine Corps Relief Society Naval Amphibious Base Little Creek 1457 D Street, Suite 300 Norfolk, VA 23521

NMCRS Dam Neck Phone: (757) 492-6005

Navy-Marine Corps Relief Society Walker Hall, Room 231 Virginia Beach, VA 23461-5200

NMCRS Oceana Phone: (757) 425-5789

Navy-Marine Corps Relief Society Naval Air Station Oceana 1896 Laser Rd, Suite 130 Virginia Beach, VA 23460-2272

NMCRS Portsmouth, VA Phone: (757) 399-1675

Navy-Marine Corps Relief Society Portsmouth Naval Medical Center 620 John Paul Jones Circle Bldg. 249, Room 4-4 Portsmouth, VA 23708-5100

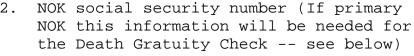
NMCRS Wallops Island Phone: (757) 824-2058

Navy-Marine Corps Relief Society Aegis Combat, Bldg R30 30 Battle Group Way Wallops Island, VA 23337-5000

NMCRS Yorktown Phone: (757) 887-5016

Navy-Marine Corps Relief Society Naval Weapons Station PO Drawer 160 Yorktown, VA 23691-0160 ______Obtain the following information:

1. NOK complete name
2. NOK social security numb



3. Verify address and phone numbers for NOK

Arrange for visit with PNOK the following day to make funeral arrangements before leaving. Be sure to leave the CACO Calling Card with your phone numbers (home, office and cell phone).

Before leaving NOK insure that they are not alone (arrange for someone to be with them. Could be family, friends or OMBUDSMAN)

Report time and date of notification, confirm address of NOK to the CNRMA Regional CACO Office and COMNAVPERSCOM 621 via radio message or phone at the following numbers:

0730-1600

COMNAVREG MIDLANT 757-322-2817, Ext. 2 COMNAVPERSCOM 621 1-800-368-3202

After 1600 call Regional Operations Center at 757-322-2609/3062/2798

COMNAVPERSCOM 621 - 1-800-368-3202

Arrange for payment of Death Gratuity (\$12K) through YOUR servicing DSP. Take to the PSD:

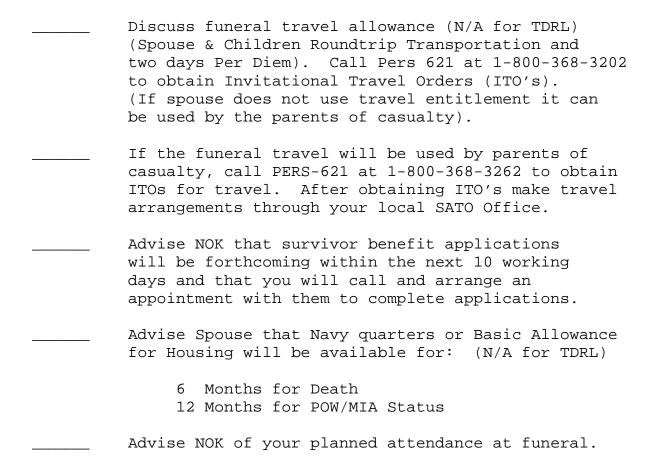
- 1. Copy of Personnel Casualty
- 2. Letter from your command designating you to pick up the Death Gratuity with a sample of your signature
- 3. Call BUPERS 1-800-368-3202 for them to authorize payment of the DG to your servicing PSD.

Any problems, call the Regional CACO office for help. 757-322-2817, or Toll Free 1-866-203-7791.

CASUALTY ASSISTANCE CALLS OFFICER FUNERAL ARRANGEMENT VISIT CHECK LIST (for Active Duty deaths only, not applicable for TDRL deaths)

(Uniform: Service Khaki)

 Deliver Death Gratuity Check (\$12K non taxable. Be
sure to have NOK sign DD 397 (N/A for TDRL at this
time, it will be paid by VA later)
 Fax signed copy of DD 397 to CNRMA at 757-445-2115
 Encourage Primary NOK to allow the Navy to provide primary care and transportation of the
remains and obtain a signed Statement of Disposition of Remains form. Emphasize that it Is financially advantageous for the PNOK if the Navy does the preparation, dressing, and Casketing of the remains.
 Fax copy of Statement of Disposition of Remains to CNRMA Regional CACO Office at 757-445-2115 and Military Medical Support Office at 847-688-3964.
 Have PNOK sign DD1375 for each funeral home and fax to MMSO and CNRMA Regional CACO Office.
 Inform family of Navy escort of remains (Provided by Casualty's Command). (Arrangements for travel for the escort & remains will funded by the Military Medical Support Office, Great Lakes (1-888-647-6676, EXT 629).
 Relay primary NOK decision and name, address, telephone number of local receiving funeral home to Military Medical Support Office, Great Lakes (1-888-647-6676, EXT 629).
 Determine receiving funeral home of PNOK's choice.
 Determine PNOK's choice regarding private or government cemetery.
 Inform PNOK of eligibility and availability of funeral honors. Make arrangement through CNRMA CACO/FHS Office at 322-2817, EXT 1 or 1-866-203-7791.
 Advise PNOK not to schedule firm funeral date until arrival of remains at receiving funeral home.



CASUALTY ASSISTANCE CALLS OFFICER BENEFITS VISIT CHECK LIST (Uniform: Service Khaki)

COMNAVPERSCOM 621 confirms various entitlements from the member's service record and will forward this to the CACO within 10 working days from date of receipt of the Personnel Casualty Report.

 COMNAVREG MIDLANT, upon receipt of Benefits Package from COMNAVPERSCOM 621 will call and have CACO come to
the CNRMA Regional CACO Office for a brief on how to complete applications for benefits with NOK.
 Applicable entitlements for NOK may be:
 Unpaid Compensation (Unpaid Pay & Allowances)
2. Survivor Benefit Plan Annuity (Applicable only if death determined to be in the line of duty)
3. Servicemen's Group Life Insurance (Submit claim to OSGLI)
4. Uniformed Services Identification and privilege card (DD 1173) (Spouse until they remarry/Children up to age 23 if enrolled in an accredited university)
5. Dependency and Indemnity Compensation (submit to Veteran's Administration)
6. Social Security Survivor Benefits (submit to local Social Security Office)
7. Government Headstone or Marker (application not required if burial is in national cemetery)
8. Lapel Pin
 Medical/Dental at the active duty rate For 36 months
<pre>10. Dependent and Household goods relocation (within one year)</pre>
11. G.I. Bill
12. VA educational assistance
 Have NOK sign Privacy Act authorization. Attach to all claims.
 Attach DD-1300 to all claims filed.
 Make copies of all claims submitted. Retain one copy

and provide NOK with a copy.

 Monitor progress on survivor benefit entitlements until NOK receipt.
 Submit initial NAVPERS 1770/7 to Regional CACO Coordinator within 30 days of the casualty.
 Submit interim NAVPERS $1770/7$ within 60 day of the casualty.
 Submit final NAVPERS 1770/7 when all benefits have been received.
 File Mileage Claim with COMNAVREG MIDLANT monthly.